

To: Parker.Robert@epa.gov[]
From: CN=John McClure/OU=DC/O=USEPA/C=US
Sent: Thur 10/25/2012 7:20:55 AM
Subject: EXTRANET: Quickr/QuickPlace Assessment
[Pavillion Groundwater Investigation](#)
[here](#)
[here](#)
[here](#)
[Renee Brewer](#)

Lotus Quickr Assessment and Clean Up

As many of you are aware, the Agency is currently working on an initiative, My Workplace, to migrate the Agency to a new email and collaboration suite of tools. As part of that effort, the Office of Environmental Information is leading an effort to assess and clean up our current Extranet Quickr sites. It is important for us to do that now, so we can identify which Quickr sites to retain and migrate to the new solution and which can be removed. This email is being sent to you as an owner of an External Quickr site. We are asking that you take a moment to indicate whether this site needs to be retained, can be removed or if you are not the owner of this site. If you have received this message in error, please disregard.

You have been identified as the owner or one of the owners of the QuickPlace listed below.

Pavillion Groundwater Investigation

Option 1: Retaining the Quickr/Quickplace

Please click on the link(s) below, if you wish to retain the Quickr/Quickplace. You will be taken to a page which will allow you to indicate the following information:

Purpose and/or use of this site
The site's frequency of use
Anticipated archive/removal date for this site

(Note: This can be an estimate and no actions will be taken to remove the site without consultation with the site Owner)

[Click here for the assessment](#)

Option 2: Removing the Site

Please verify, before responding, that you no longer need the aforementioned Quickr/Quickplace. Once you have verified they are no longer needed, please select the "Remove site" option, indicating your permission to permanently remove the application(s) from the Domino servers.
[Click here for the assessment](#)

Option 3: No Longer the Owner

If you are no longer the owner or associated with the site, please click the link below to let us know. If there is another point of contact for this site, please provide that name.
[Click here for the assessment](#)

When you have finished the assessment click the Reply button. This assessment should take no more than 5 minutes of your time. Please respond by Friday, November 2, 2012.

If you have any questions please contact Renee Brewer at 202-566-1195.

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Sametime/Quickr - Service Delivery Manager
"failure is a moment, not an event"